WEBBERVILLE
COMMUNITY SCHOOLS

INVITATION TO BID
WEBBERVILLE COMMUNITY SCHOOLS NETWORK REFRESH PROJECT

Webberville Community Schools is requesting sealed bids for a Network Refresh project based on the information included in this document.

Key Dates:

- ITB Distribution: November 20, 2026
- Mandatory Walkthrough:
  - December 1, 2026 3:00-4:00 pm EST
- Questions Deadline: December 8, 2026 at 5:00 pm EST
- Answers due to vendors: December 11, 2026 at 5:00 pm EST
- Proposal Submission Deadline: January 5, 2027, 10:00 am EST
- Estimated Award Date: February 11, 2027
- Start Date: July 1, 2027

**walkthrough location Webberville Community Schools, 309 E Grand River Ave, Webberville, MI 48892*

Submission Requirements:

- Bids must be submitted via the E-bid platform on the Ingham ISD website, Business Services - Operational Services - For Schools - Ingham ISD. Bids must be submitted by **10:00 am on January 5, 2027.**
- Include:
  - Attachment A – Vendor Signature Page
  - Attachment B – Additional Vendor Information
  - Attachment C – Iran Affidavit
  - Attachment D – Familial Disclosure

For questions, submit on the Ingham ISD website by the deadline mentioned above. Business Services - Operational Services - For Schools - Ingham ISD

Sincerely,

Sarah Ritter
Ingham Intermediate School District

WEBBERVILLE
COMMUNITY SCHOOLS

SYSTEM REQUIREMENTS - SPECIFICATIONS

The execution of any contract, agreement, acceptance, etc. for any services in whole or in part resulting from an award of this ITB may be contingent on approval for e-Rate funding for said services.

Category 2-Services

Network Switches

- (14) Switches: JL659A must be Aruba CX 6200M series 48-Port PoE+ with 4 SFP+ uplink ports Supporting 10Gb each, or equivalent. Thirteen will be deployed, and one will be retained as a spare. The spare does not require installation or a separate Aruba Central license at purchase.
- (4) Switches: JL660A must be Aruba CX 6200M series 24-Port PoE+ with 4 SFP+ uplink Ports Supporting 10Gb each, or equivalent.
- (1) Switch: JL658A must be Aruba CX 6300M 24-Port SFP+ 1G/10G with 4 SFP56 uplink ports supporting 10Gb or greater each, or equivalent.
- All switches must deliver full PoE+ across all access ports simultaneously

Each switch, including the spare, must be supplied with two power supplies, model JL085A or equivalent, compatible with the proposed switch. A total of 38 power supplies must be included across the 19 switches. Switches shall be the specified Aruba models or equivalent. Proposed equivalents must meet the stated specifications and be compatible with the District's existing network infrastructure and Aruba Central management environment. Bidders proposing equivalents must provide documentation demonstrating compliance with these requirements.

Cabling

- Must test, label, and document network cabling runs
- (12) J9281D HPE Aruba Networking 10G SFP+ to SFP+ 1-meter Direct Attach Cables (DAC), or equivalent.
    - Connections between the closets will be determined with vendors during walkthrough
- Vendors shall review existing cabling, patch panels, and network closets during the mandatory walkthrough to assess the testing, labeling, relocation, and organization required for the network refresh. The District will issue any resulting scope clarifications in a written addendum available to all bidders. Bids shall include all work identified in the ITB and issued addenda.

Connectivity

- (11) HPE Aruba Networking 10G SFP+ LC SR multimode fiber transceivers (S2P30A), or equivalent, supporting 10Gb connectivity over multimode fiber
- (1) HPE Aruba Networking 10G SFP+ LC LR single-mode fiber transceiver (S2P31A), or equivalent, supporting 10Gb connectivity over single-mode fiber

WEBBERVILLE
COMMUNITY SCHOOLS

Uninterruptible Power Supplies

- (9) Vertiv Liebert PSI5 Lithium-Ion 3000VA, 3U short-depth rack-mounted Uninterruptible Power Supplies with SNMP cards, or equivalent

Licensing

- (18) Five-year HPE Aruba Networking Central switch licenses, appropriately licensed for each of the switches that are being deployed. Aruba CX switch included in this project. One additional switch will be retained as a spare and does not require a separate license at purchase.
- (58) Five-year HPE Aruba Networking Central Access Point licenses for management of the district's Aruba wireless access points.
- All Aruba Central licensing must include the required subscription term and entitlements necessary for centralized monitoring, configuration, firmware management, alerting and troubleshooting for the full five-year period.

Network Standards:

- Accepted cable colors for this project are as follows:
  - Blue for Network connections (PC/Phone)
  - Yellow for Access Points, Green for Cameras
  - Orange for IoT devices
  - Black for PA Speakers/Clocks
- It is crucial that the contractor follows these specified color codes and meticulously labels both the patch panel and the classroom end of each Ethernet cable accordingly
- Additionally, thorough testing of each Ethernet cable connection is required to ensure optimal performance and reliability throughout the network infrastructure
- This comprehensive approach to labeling and testing guarantees efficient identification, maintenance, and troubleshooting, ultimately contributing to the smooth operation of the system

Installation and Maintenance of Components

- All equipment and/or services must be itemized in the proposed bid packet
- Cost for complete installation and configuration for above equipment
- Cost for moving patch panels, switches, labeling, and organization within the networking closets
- Vendor should clearly state the manufacturer's warranty and support for each item.

NOTE: Any equipment and/or services not covered by USF eligibility must be itemized and quoted separately.

The execution of any contract, agreement, acceptance, etc. for any services in whole or in part resulting from an award of this ITB may be contingent on approval for e-Rate funding for said services.

WEBBERVILLE
COMMUNITY SCHOOLS

E-RATE CONTINGENCY:

The project's continuation is dependent on funding approval from the E-rate program. Even after contract award or funding approval, the District may choose not to proceed, wholly or partially.

Key Requirements for Service Providers:

1. Compliance: Must adhere to all current and future E-rate requirements throughout the contract.

2. SPIN: Provide a valid Service Provider Identification Number.

3. FCC Status: Submit evidence of FCC Green Light Status with the bid. Those in Red Light Status must explain their resolution steps and timeline. Sustained Red Light Status may lead to contract termination.

4. Delivery and Billing: Products and services must be delivered before billing can commence, starting no earlier than July 1, 2027.

5. Pricing: Prices must remain firm for the entire E-rate Funding Year or until project completion.

6. E-rate Eligibility: Clearly designate E-rate eligible and non-eligible goods/services. Non-eligible items must be identified or cost-allocated as per SLD guidelines.

Acknowledgements from Service Providers:

- No product/service changes without prior written approval from the District and USAC.
- All pricing information in bids is public and non-confidential.
- Offers must comply with the Lowest Corresponding Price (LCP) requirement.
- Compliance with FCC rules regarding national security threats.
- No free services offered that artificially discount costs; substantiating documentation must be provided if requested.

Category 2 Services:

Invoicing cannot begin before July 1, 2027.

Invoicing Process:

The District will pay the entire vendor invoice and then submit a USAC BEAR form for reimbursement.

WEBBERVILLE
COMMUNITY SCHOOLS

GENERAL TERMS AND CONDITIONS

1. The District intends to award a contract to a responsive and responsible Vendor submitting the most cost-effective bid that meets the requirements of this ITB. Other factors may include compliance with specifications, qualifications, relevant experience, references, warranty and support, and ability to meet the required project schedule. Any evaluation of ineligible costs shall be separate from the eligible-price factor.
2. Webberville Community Schools reserves the right to accept or reject any or all bids, or portions thereof, if it deems such action to be in its best interest. Webberville Community Schools reserves the right to award a contract to a bidder other than the lowest bidder and has sole discretion to determine the lowest responsible bidder. Furthermore, Webberville Community Schools reserves the right to split any ensuing award among multiple vendors or to award the bid in whole to one vendor.
3. Webberville Community Schools reserves the right to retain all bids submitted and to use any ideas in the bid regardless of whether the bid is accepted or not.
4. Webberville Community Schools reserves the right to conduct discussions, request additional information (including pricing clarifications), and negotiate with selected vendors prior to awarding the contract.
5. Webberville Community Schools reserves the right to waive any informalities or irregularities in any bid and to reject any or all bids.
6. Webberville Community Schools is not responsible for any cost or expense the Vendor incurs implementing the requirements of this ITB. All pertinent expenses necessary for proper execution of the contract are the responsibility of the Vendor and are to be included and considered part of the submitted proposal price, including any necessary nighttime/weekend work. After a bid has been awarded, the Vendor shall not be allowed any sum above the price specified in the bid submitted, unless agreed to in writing by Webberville Community Schools.
7. Vendor must know that Webberville Community Schools is a governmental unit and is exempt from the payment of all State and Federal taxes. The prices quoted by the Vendor must therefore not include taxes.
8. Webberville Community Schools shall issue the vendor a purchase order in connection with this bid. Invoice(s) for the items shall note the purchase order number and be sent by U.S. Mail to Webberville Community Schools c/o Ingham ISD, 2630 W Howell Rd, Mason, MI 48854 or emailed to purchasing@inghamisd.org. All payment terms will be a minimum of Net 30.
9. Vendor warrants and agrees that its performance under this agreement will always comply with all laws, codes, rules and regulations, be they local, state or federal.
10. Webberville Community Schools reserves the right to terminate the contract at any time due to the Vendor's failure to comply with the terms of the contract. Webberville Community Schools reserves the right to a review of compliance with specifications and overall Vendor performance. A finding of noncompliance may result in the termination of the contract. Webberville Community Schools will notify the Vendor of the termination thirty (30) days prior to any action being instituted. The Vendor will be permitted a rebuttal during this period and time to fix the problem. Webberville Community Schools will determine if the problem has been properly resolved. Items must be completed to the satisfaction of Webberville Community Schools or could result in termination of the contract.
11. Submission of a bid indicates acceptance by the Vendor of the terms and conditions contained in this ITB, unless an exception is clearly and specifically noted by the Vendor in the applicable section of the Vendor Signature Page, Attachment A, of the ITB submitted. Any vendor exceptions will need to be confirmed in writing

by Webberville Community Schools before they are accepted.

12. This ITB, its attachments and issued addenda, the successful Vendor's bid as accepted by the District, and any mutually agreed written modifications constitute the entire contract between the Vendor and the District. Additional Vendor terms, conditions, or agreements are not part of the contract unless expressly accepted in writing by the District.
13. The Vendor will protect, defend and indemnify Webberville Community Schools, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any person, including the Vendor's own employees, and for any loss or damage to any property, including property owned or in the care, custody or control of Webberville Community Schools in connection with or in any way incident or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Vendor, any subcontractor, or any employee, agent or representative of the Vendor or any subcontractor.
14. Vendor shall maintain in effect at all times during the term of this agreement, with insurers licensed to do business in the State of Michigan, and shall furnish satisfactory evidence to Webberville Community Schools of the following insurance coverage:
    a. Commercial General Liability Insurance on an "occurrence" basis with limits of liability not less than One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) aggregate limits for personal injury, bodily injury and property damage liability.
    b. Workers' Compensation Insurance including Employers Liability coverage, in accordance with all applicable statutes of the State of Michigan.
    c. Commercial Umbrella Liability coverage–in an amount not less than Two Million Dollars ($2,000,000).
    d. Cancellation Notice: All of the insurance described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to Webberville Community Schools."
    e. Certifications of insurance shall name Webberville Community Schools as an additional insured party for all coverage listed.
    f. Vendor will supply an insurance certificate of auto liability and excess liability coverage upon request by Webberville Community Schools. Vendor shall maintain cargo insurance sufficient to cover the replacement value of equipment shipped for this project and shall provide evidence of coverage upon request.
15. The installation shall be done by trained and qualified personnel. Any damage done to the Vendor's equipment is the responsibility of the Vendor. Furthermore, Vendor shall assume responsibility for the repair of any damage done to Webberville Community School's buildings, equipment and facilities occurring as a result of installation.
16. This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Ingham County, Michigan.

WEBBERVILLE
COMMUNITY SCHOOLS

BID SUBMISSION

Bids must include the following:

- **Vendor Signature Page – Attachment A**
  - Complete Attachment A-Vendor Signature Page. A corporate official legally authorized to bind the company must sign the Vendor Signature Page in black or blue ink.

- **Additional Vendor Information – Attachment B**
  - Please complete Attachment B with additional vendor information and references.

- **Iran Affidavit – Attachment C**
  - Public Act 517 of 2012 defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran. Please sign certifying that your company is not an Iran linked business.

- **Familial Disclosure – Attachment D**
  - Complete and submit with ITB

By signing below, the undersigned certifies that he/she has read and understands the instructions and conditions to Vendors, the information provided is accurate and that a duly authorized agent of your firm has signed this bid. The bidder certifies and offers to furnish products and/or services in strict accordance with the requirements of the bid including terms and conditions; bidder certifies that they understand the services to be provided; that prices quoted are correct; and that this bid is valid ninety (90) days from the date submitted. Further, the vendor agrees to abide by these terms and all applicable state, federal and local laws and regulations governing the services requested. The undersigned also certifies that the company has not been debarred or suspended from doing business with the federal government and does not appear on SAM (System for Award Management) as an Excluded Party.

Company Information

Company Name _____

Mailing Address _____

Licensure and Number _____

Name of Person Completing Bid _____

Email of Person Completing Bid _____

Telephone Number _____

Fax Number _____

Please list out any exceptions to the terms, conditions, or specifications.

Any exceptions need to be confirmed in writing before being accepted by the District.

Authorized Signature_____

Name of Signatory _____

Title of Signatory _____

Attachment B – Additional Vendor Information

Standard payment terms are a minimum net 30 days.
Please note any early payment term discount and/or deferred payment programs.

Reference Information

Please provide a minimum of three references (K-12 institutions preferred) where a similar program has been utilized within the past five years or is being completed. This list must include the names, addresses and phone numbers of the individuals at the place of business to be contacted.

1. School District/Company Name

   Address

   Contact Name Phone Number

2. School District/Company Name

   Address

   Contact Name Phone Number

3. School District/Company Name

   Address

   Contact Name Phone Number

Please provide any additional information that you believe to be relevant to this ITB and your capabilities to provide the services required.

● W-9 Form Attached	**Yes**	**No**
● Does your company accept EFT Payments?	**Yes**	**No**
● Can your company invoice electronically?	**Yes**	**No**
● Does your company affirm that all products, services and deliverables provided under this agreement will comply with all federal accessibility requirements, including those established under the Americans with Disabilities Act (ADA) where applicable?	**Yes**	**No**
● Has your firm been debarred or suspended from doing business with any agency of the Federal Government in the past five years?	**Yes**	**No**
● Has your firm been debarred or suspended from doing business with any State Government in the past five years.	**Yes**	**No**

Attachment C – Iran Affidavit

AFFIDAVIT OF COMPLANCE - IRAN ECONOMIC SANCTIONS
ACT Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Webberville Community Schools ("Webberville")**.**

Invitation to Bid, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned ITB, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of Webberville Community Schools' investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

Vendor Information

Name of Bidder
By
Date
State of) SS.
County of)

Notarized Signature

This instrument was acknowledged before me on the day of ,
date month year
by
Bidder Signature Name

Notary Signature
Notary Name
County, My Commission Expires
Acting in the County of

All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their bid.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the District's Board, employees, or the superintendent.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE).

	Owner/ Employee Name	Related To:	Relationship
1.			
2.			
3.			

Vendor Information

Signature(s):

Title:

Name of Firm:

State of)
) SS
County of)

Notarized Signature

On this day of, before me a Notary Public in and for said county, personally appeared agent of the said firm and who acknowledged the same to be his free act and deed as such agent.

Notary Signature
Notary Name
County, My Commission Expires
Acting in the County of